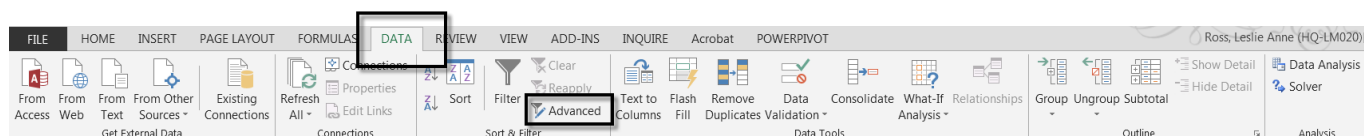## Advanced Table Filtering

With Excel 2013's Advanced Filtering options, you can type search terms in a specified area of your spreadsheet and then apply an Advanced Filter to filter by the specified text. This filtering method allows you to use wildcards and create AND/OR filtering criteria.

The steps to accomplish this include:

1. Designate an area of your spreadsheet (the Criteria Range) to type specific filter text.

2. Enter filter text. This text can include the wildcard ***** for multiple characters. It can also include multiple search terms as either an "AND" filter or an "OR" filter.

3. Apply the **Advanced** filter (command available on the **Data tab** shown below) .

Designating an Area to Manage Filtering

Follow the steps below to designate several rows as the criteria range to use when filtering using the Advanced Filter.

1. Select the first four rows of the worksheet | **right-click** the selected rows | click **Insert** on the shortcut menu that displays. Four new blank rows display above your existing data (shown right). This area will be used to enter the filtering data.

2. Select the header row in the existing data, and click **Home** tab | **Copy**.

3. Click into **Cell A1 | Home tab | Paste**. The header row of your data will be copied to the first blank row in the worksheet.

Contact Name	Address	City	Postal Cod	Country	Phone
Contact Name	**Address**	**City**	**Postal Cod**	**Country**	**Phone**
Ana Trujillo	Avda. de la Constitución	México D.F.	5021	Mexico	(5) 555-4729
Antonio Moreno	Mataderos 2312	México D.F.	5023	Mexico	(5) 555-3932
Christina Berglund	Berguvsvägen 8	Luleå	S-958 22	Sweden	0921-12 34 65
Frédérique Citeaux	24, place Kléber	Strasbourg	67000	France	88.60.15.31
Thomas Hardy	120 Hanover Sq.	London	WA1 1DP	UK	(171) 555-7788
Georg Pipps	Geislweg 14	Salzburg	5020	Austria	6562-9722
Guillermo Fernández	Calle Dr. Jorge Cash 321	México D.F.	5033	Mexico	(5) 552-3745
Hanna Moos	Forsterstr. 57	Mannheim	68306	Germany	0621-08460
Henriette Pfalzheim	Mehrheimerstr. 369	Köln	50739	Germany	0221-0644327
Henriette Pfalzheim	Mehrheimerstr. 369	Köln	50739	Germany	0221-0644327
Horst Kloss	Taucherstraße 10	Cunewalde	1307	Germany	0372-035188
Isabel de Castro	Estrada da saúde n. 58	Lisboa	1756	Portugal	(1) 356-5634
Maria Anders	Obere Str. 57	Berlin	12209	Germany	030-0074321
Marie Bertrand	265, boulevard Charonn	Paris	75012	France	(1) 42.34.22.66
Hanna Moos	Forsterstr. 57	Mannheim	68306	Germany	0621-08460
Sergio Gutiérrez	Av. del Libertador 900	Buenos Aires	1010	Argentina	(1) 123-5555
Thomas Hardy	120 Hanover Sq.	London	WA1 1DP	UK	(171) 555-7788
Maria Anders	Obere Str. 57	Berlin	12209	Germany	030-0074321
Thomas Hardy	120 Hanover Sq.	London	WA1 1DP	UK	(171) 555-7788

Entering Filter Data

1. In the first blank row of the criteria range, enter the data you want to filter by.

2. Enter any additional filter criteria.

   a. To find data that meets more than one restriction (an AND filter), enter the additional criteria in another field on the first criteria row.

   b. To find data that meets at least one of multiple criteria (an OR filter), enter the filter data on the second row of the criteria range.

For example, this screenshot displays the word "Germany" in the Country column as the criteria to filter by.

Contact Name	Address	City	Postal Code	Country	Phone
				Germany	
Contact Name	**Address**	**City**	**Postal Code**	**Country**	**Phone**
Ana Trujillo	Avda. de la Constitución 2222	México D.F.	5021	Mexico	(5) 555-4729
Antonio Moreno	Mataderos 2312	México D.F.	5023	Mexico	(5) 555-3932
Christina Berglund	Berguvsvägen 8	Luleå	S-958 22	Sweden	0921-12 34 65
Frédérique Citeaux	24, place Kléber	Strasbourg	67000	France	88.60.15.31

This document is posted on the ITCD Web site http://itcd.hq.nasa.gov/ctc.

Applying the Advanced Filter

1. Click on any cell in the data table to be filtered.

2. Click **Data tab | Advanced** in the *Sort & Filter* group (Ribbon shown on page 1 of this QRG). The *Advanced Filter* dialog box displays (shown right).

3. Select the **Filter the List, In-Place** checkbox.

To display the filtered result in another location, select the Copy to another location checkbox then specify the location in the Copy to field.

4. Verify the table range in the **List range** field is the entire data table array. In this example the **List range** is $A$5:$F$24.

5. Enter the criteria range including the header row, but not any blank rows, in the **Criteria Range** field. In this example, the Criteria Range is $A$1:$A$2.
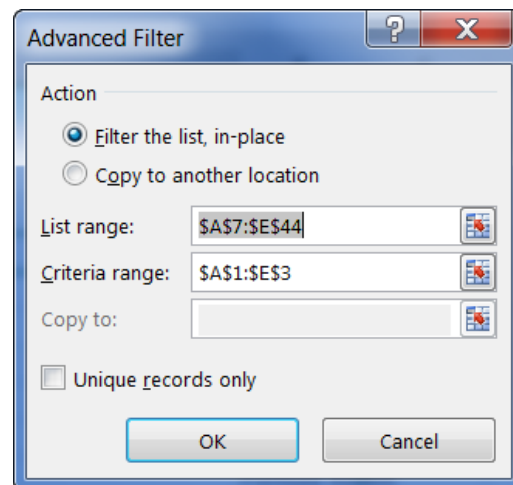
Be sure to specify only the rows that contain filtering information. If you include blank rows in your criteria range, Excel includes them in the filtering process. The result is that no data is filtered out, so all records are returned.

6. Click **OK** to display the filtered results. The records that do not fit the criteria are hidden when filtering the list in place.

	A	B	C	D	E	F
1	Contact Name	Address	City	Postal Code	Country	Phone
2					Germany	
3						
4						
5	Contact Name	Address	City	Postal Code	Country	Phone
13	Hanna Moos	Forsterstr. 57	Mannheim	68306	Germany	0621-08460
14	Henriette Pfalzheim	Mehrheimerstr. 369	Köln	50739	Germany	0221-0644327
15	Henriette Pfalzheim	Mehrheimerstr. 369	Köln	50739	Germany	0221-0644327
16	Horst Kloss	Taucherstraße 10	Cunewalde	1307	Germany	0372-035188
18	Maria Anders	Obere Str. 57	Berlin	12209	Germany	030-0074321
20	Hanna Moos	Forsterstr. 57	Mannheim	68306	Germany	0621-08460
23	Maria Anders	Obere Str. 57	Berlin	12209	Germany	030-0074321
25						

Clearing an Advanced Filter

1. Click your cursor anywhere in the spreadsheet data.

2. Click **Data tab | Clear** in the *Sort & Filter* group.

All the rows in the table data will display once again.